

# BLM Standards for Fire Training and Workforce Development

U.S. Department of the Interior  
Bureau of Land Management

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BUREAU OF LAND MANAGEMENT  
Fire and Aviation  
3833 S Development Ave  
Boise, Idaho 83705-5354  
<http://www.nifc.gov>



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To: Agency Personnel  
From: Assistant Director, Fire and Aviation  
Subject: *BLM Standards for Fire Training and Workforce Development*

The BLM Fire and Aviation, Division of Fire Operations, with concurrence from the National Fire Operations Group, tasked the BLM Fire Training Committee to revise, publish, and distribute the *BLM Standards for Fire Training and Workforce Development* as necessary.

The *BLM Standards for Fire Training and Workforce Development* states, references, or supplements policy for BLM wildland fire training and workforce development.

The *BLM Standards for Fire Training and Workforce Development* is available at [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html).

Suggestions for modification of this publication should be sent to your BLM Fire Training Committee representative or to the Program Manager, BLM National Fire Training and Workforce Development Program. Contact information is listed at [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/general/committee.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/general/committee.html).

/s/ Ronald Dunton

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Ronald Dunton  
Assistant Director, Fire & Aviation

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1 **Chapter 1**  
2 **BLM National Fire Training and Workforce Development Program**  
3 **Overview**

4 **Document Purpose**

5 The *BLM Standards for Fire Training and Workforce Development* provides wildland fire and  
6 aviation training, qualifications, and workforce development program management direction for  
7 BLM personnel.

8 For the purpose of this document, the terms wildland fire and fire will be used interchangeably.

9 **Document Scope**

10 The *BLM Standards for Fire Training and Workforce Development* states, references, or  
11 supplements policy for BLM fire and fire aviation training, qualifications, and workforce  
12 development program management. Original source policy is stated or referenced throughout this  
13 document. This document attempts to quote verbatim, rather than to paraphrase, policy that is  
14 stated elsewhere and limits duplication of source policy when a reference will suffice. This  
15 document is intended to comply with and support the *Review and Update of the 1995 Federal*  
16 *Wildland Fire Management Policy (January 2001)*, the *Guidance for Implementation of Federal*  
17 *Wildland Fire Management Policy (February 13, 2009)*, the [Interagency Standards for Fire and](#)  
18 [Fire Aviation Operations](#) (Red Book), [BLM Training Policy Manual](#) (2006) and other existing  
19 federal policy.

20 **Program Mission Statement**

21 The mission of the Bureau of Land Management (BLM) National Fire Training and Workforce  
22 Development Program is to develop the wildland firefighting workforce through qualification  
23 standards, training standards, and workforce development programs in support of BLM fire  
24 management objectives.

25 **Program Objectives**

- 26
- 27 • Provide national leadership in all areas of BLM fire training and workforce development.
  - 28 • Advocate for the professional development of the individual firefighter.
  - 29 • Develop and disseminate a wide range of training and development opportunities for  
30 BLM fire personnel.
  - 31 • Ensure that BLM fire training and workforce development supports the overall Bureau  
mission.

32 **Fire Training and Workforce Development Doctrine**

33 The purpose of fire training and workforce development is to develop firefighters who can fight  
34 fire effectively and safely, and who can manage complex wildland fire programs at the highest  
35 levels.

1 Although training is often associated with technical skills and education with professional  
2 knowledge, a successful firefighter must excel in both areas, mastering a wide range of technical  
3 skills and building a significant body of professional knowledge. An experienced firefighter's  
4 skills and knowledge should range from fundamental suppression tactics to complex wildland  
5 fire management in challenging interagency environments.

6 All firefighters undergo similar entry-level training. This universal training provides all  
7 firefighters with a common background and skill set in the basic components of wildland fire  
8 management.

9 Fire training consists of curriculum-driven classroom studies; on-the-job training; individual and  
10 group workforce exchanges; formal and informal crew-level training; and knowledge and skills  
11 gained through experience.

12 The formal training curriculum covers the entire field of wildland fire, from basic suppression to  
13 management of large and complex fires. Fire and aviation operations, fire behavior and effects,  
14 risk management, leadership, logistics, planning, finance, and other subjects are part of the fire  
15 training curriculum.

16 On-the-job training is formally integrated into the fire training curriculum. Lessons learned in  
17 controlled classroom settings are practically applied in uncontrolled fire environments where  
18 performance is evaluated and documented by mentors.

19 Crew level training is a critical component of effective wildland fire management. Crews train  
20 through the established curriculum, but also in many other ways, formal and informal. Every  
21 activity, from routine daily work to complex fire suppression operations, is a training  
22 opportunity; professional crews train and learn incessantly. The continuous training environment  
23 established by top crews amplifies the knowledge gained through experience.

24 Experience is the most critical aspect of fire training. A firefighter gains experience over time  
25 across a wide range of wildland fire environments and situations. Experience is enhanced as a  
26 training opportunity when it is critically reviewed and analyzed, even after success. After action  
27 reviews, tailgate meetings, and accident investigations are all methods for evaluating recent  
28 experience and identifying opportunities to improve. Self-improvement is critical to the  
29 development of the professional firefighter.

30 Successful fire training and workforce development will develop the highly trained, skilled, and  
31 experienced firefighters and leaders essential to the future success of the BLM fire program.

## **Policy**

33 Firefighters must meet standards identified in the *Wildland Fire Qualifications System Guide*,  
34 *Publication Management System (PMS) 310-1* (PMS 310-1). The PMS 310-1 may be found at  
35 <http://www.nwcg.gov/publications/310-1>.

36 Certain fire management positions must meet standards identified in the *Interagency Fire*  
37 *Program Management Qualifications Standards and Guide*, which is available online at  
38 <http://www.ifpm.nifc.gov>.

1 Employees engaged in fire management activities will comply with all agency-specific training,  
2 qualifications, and health and safety policy. BLM standards for training and qualifications may  
3 exceed the minimum standards established by National Wildfire Coordinating Group (NWCG).  
4 Additional standards will be approved by the Assistant Director, Fire and Aviation, and  
5 implemented through the Incident Qualifications and Certification System (IQCS). Standards  
6 that exceed the minimums established by NWCG are identified in this document.

7 NWCG-developed direction, if adopted, will be issued as BLM-specific direction, as stated in  
8 Department Manual Part 620, Chapter 1.2, Section G:

9 *“National Wildfire Coordinating Group (NWCG) is comprised of federal and state*  
10 *representatives from governmental organizations with wildland fire management*  
11 *responsibilities...NWCG is a forum for development of recommended policies, guidelines*  
12 *and standards that can be of benefit to participating bureaus. Policies, guidelines or*  
13 *standards, if adopted by a bureau, are implemented through individual bureau directive*  
14 *systems.”*

### 15 **Review, Updates, Request for Change**

16 The *BLM Standards for Fire Training and Workforce Development* will be updated as necessary.  
17 Proposed changes and updates to this document will be managed through the BLM Fire Training  
18 Committee Request for Change Process.

### 19 **BLM Fire Training Committee Request for Change Process**

20 All suggestions for modification to this document should be sent through the appropriate State  
21 BLM Fire Training Committee (BFTC) Representative via a BLM Fire Training Committee  
22 Request for Change form (see [Appendix A](#)). The Request for Change Process is used to  
23 recommend:

- 24 • Changes to or creation of BLM training courses;
- 25 • Changes to or creation of BLM position qualifications, including IQCS  
26 recommendations;
- 27 • Changes to BLM training policy; or
- 28 • Development of new training products or workforce development programs.

29 BFTC representatives should address requests with state-level stakeholders and develop a  
30 consolidated state position. Requests should then be submitted to the BLM Fire Training  
31 Committee chair.

32 All requests for change will be processed through BFTC conference calls or meetings and  
33 tracked through the BFTC Action Item Log. Some decisions may require coordination with other  
34 BLM committees and/or groups.

35 Once a decision has been reached, the BFTC will forward the request to the BLM Fire  
36 Operations Group (FOG) for consideration. The FA-324 BFTC co-chair will inform committee  
37 representatives of final decisions and if any further action(s) is needed.

- 1 Changes adopted through this process will be incorporated into the *BLM Standards for Fire*
- 2 *Training and Workforce Development* during the annual revision or through erratum.

**Chapter 2  
BLM National Fire Training and Workforce Development Program  
Organization and Responsibilities**

**Introduction**

The BLM National Fire Training and Workforce Development Program is made up of personnel and groups with roles and responsibilities for programs located at the national, State, and local levels.

**National Organization and Responsibilities**

**Fire and Aviation Assistant Director (NIFC)**

- Establish BLM policy for fire training and qualifications.
- Develop, implement, and evaluate Bureau fire training and workforce development programs.
- Advise the Director on fire program training and workforce development issues.
- Provide fire training assistance and expertise to BLM and interagency partners.
- Assure compliance with statutory and regulatory requirements and internal program standards.

**Chief, Preparedness/Suppression Standards (NIFC)**

- Supervise the BLM National Fire Training and Workforce Development Program.
- Establish uniform processes involving the BLM Fire Training Committee (BFTC), Fire Operations Group (FOG), and Fire Leadership Team (FLT) to develop, issue, implement, evaluate, enforce, revise, and reissue fire training and workforce development direction.
- Ensure that fire training and workforce development direction and materials are consistent with Bureau policies, objectives, and regulations.
- Assure validity and relevance of course materials and instructional methodology.
- Coordinate and integrate fire training efforts with interagency partners.

**BLM National Fire Training and Workforce Development Program Manager (NIFC)**

- Manage the BLM National Fire Training and Workforce Development Program.
- Provide leadership and technical expertise to Bureau fire programs and interagency partners in all areas of fire training and workforce development, including training systems design, standards development, curriculum development, course delivery, publications management, and qualifications standards.
- Develop and implement long-term strategies for continual evaluation and progressive modification of the Bureau fire training and workforce development program in order to keep pace with developments and innovations in the field of training and education.
- Provide leadership and oversight to Bureau and interagency training and workforce development programs and initiatives such as higher education programs and workforce mentoring program.
- Evaluate and adjust fire training and workforce development programs to achieve established objectives in the most cost effective manner possible.

**BLM National Fire Training and Workforce Development Program (FA-324)**

The BLM National Fire Training and Workforce Development Program (FA-324) functions under the direction of the Chief, Preparedness/Suppression Standards. FA-324 is made up of a Program Manager, an Assistant Manager, and a Writer/Editor who provide overall support for the BLM National Fire Training and Workforce Development Program.

*Website:* [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)

**Fire Operations Group (FOG)**

The FOG is chartered under the Fire Leadership Team (FLT) and in collaboration with the BLM Fire and Aviation, Fire Operations (FA-300) and is made up of State Fire Operation Specialists. This group's primary purpose is to promote and coordinate safe, effective and efficient fire operations in order to accomplish BLM fire management objectives.

*Website:* [http://web.blm.gov/internal/fire/fire\\_ops/fog.htm](http://web.blm.gov/internal/fire/fire_ops/fog.htm)

**BLM Fire Training Committee (BFTC)**

The BFTC is chartered under the FOG. The mission of the BFTC is to provide national leadership in all areas of BLM fire training and workforce development and to promote and coordinate safe, effective, and efficient training in order to accomplish BLM fire management objectives. This is done in collaboration with and under the direction of the FOG in coordination with the BLM National Fire Training and Workforce Development Program Manager (NIFC).

Each BLM state will provide one representative to the BFTC. The representative should be familiar with and may have primary responsibility for fire training issues at the organizational level.

The BFTC is chaired jointly. One co-chair will be appointed from FA-324 by the FA-320 Chief, and the other will be nominated from and elected by the BFTC for a two-year term.

*Website:* [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/general/committee.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/general/committee.html)

**BLM National Training Center (NTC)**

The National Training Center's mission is to sustain the health and productivity of the public lands through education and training. NTC offers courses annually making it a primary source for BLM training in natural resources and leadership. NTC is a leader in instructional television and produces courses that are broadcast via satellite nationally.

*Website:* <http://www.blm.gov/ntc/st/en.html>

## State and Geographic Organization and Responsibilities

### State Directors

- Provide statewide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* ([http://www.nifc.gov/policies/pol\\_intgncy\\_guides.html](http://www.nifc.gov/policies/pol_intgncy_guides.html)), *NIMS Wildland Fire Qualification System Guide* (<http://www.nwcg.gov/publications>), *Interagency Fire Program Management Qualifications Standards and Guide* (<http://ifpm.nifc.gov/>), and the *Federal Wildland Fire Qualifications Supplement* ([http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)).
- Ensure training is completed to support delegations to line managers and principal actings.
- Support local, geographic, and national training efforts by providing instructors, coordinators, and subject matter experts for course development/revision.

### State Fire Management Officer

- Provide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* ([http://www.nifc.gov/policies/pol\\_intgncy\\_guides.html](http://www.nifc.gov/policies/pol_intgncy_guides.html)), *NIMS Wildland Fire Qualification System Guide* (<http://www.nwcg.gov/publications>), *Interagency Fire Program Management Qualifications Standards and Guide* (<http://ifpm.nifc.gov/>), and the *Federal Wildland Fire Qualifications Supplement* ([http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)) prior to performing fire management duties.
- Maintain fire training and qualifications records.
- Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.
- Certifies area command and Type I Command and General Staff positions.

### State Fire Training Officers

All states have a designated State Fire Training Officer position; however, this may be assigned as a collateral duty by some states.

- Provide statewide leadership in fire training and workforce development.
- Assist the State Director, State FMO, and unit fire program managers in meeting all fire training and workforce development requirements.
- Represent the State on the BFTC and help that group meet its national fire training objectives.
- Represent the State and the BLM on the Geographic Area Training Committee.
- Coordinate fire training efforts with State counterparts in operations, aviation, and fuels.
- Serve as the State IQCS account manager and coordinator.
- Work with the unit fire programs to provide subject matter experts and field reviewers for BLM and NWCG course development projects.

- 1 • Meet established fire training documentation and reporting requirements.
- 2 • Assist unit fire programs in complying with Interagency Fire Program Management
- 3 (IFPM) qualification standards.
- 4 • Coordinate and prioritize statewide NWCG fire training course nominations.
- 5 • Assist unit fire programs in identifying and facilitating on-the-job training opportunities.
- 6 • Provide leadership in the individual development plan process and mentoring programs.

### 7 **Geographic Area Training Committees/Working Teams**

8 Geographic area training committees/working teams are chartered under their respective  
9 geographic area coordinating groups or boards of authority. Their purpose is to provide  
10 coordinated, interagency training programs within their geographic areas. Charters and detailed  
11 information pertaining to the geographic area training committees/working teams can be found  
12 on the National Wildland Fire Training website (<http://www.nationalfiretraining.net/>).

### 13 **Geographic Area Training Representatives (GATRs)**

14 GATRs are selected, by their governing Geographic Area Coordinating Groups, and/or Boards of  
15 Directors, to provide cost effective and efficient interagency wildland fire management training  
16 responsive to the needs and direction of their respective Geographic Areas, and in support of the  
17 National training effort.

- 18 • Responsible for the scheduling, coordination, delivery, and evaluation of 300-400 level
- 19 training program within their Geographic Area (GA).
- 20 • GATR represents NWCG training delivery issues/recommendations to the GA and
- 21 National level.
- 22 • Responsible for forwarding recommendations and delivery issues to the NWCG
- 23 Operations and Training Committee (OTC).
- 24 • Coordinates with other GATRs to share courses, cadres, and training materials to ensure
- 25 cost effective, efficient training delivery throughout the Geographic Areas.
- 26 • Serves as the single point of contact for training nomination coordination and
- 27 dissemination among all GAs.
- 28 • Serves as the point of contact for their respective GA Priority Trainee mobilization
- 29 coordination within and outside their GA. Responsible for providing inter-Geographic
- 30 priority trainee availability lists and spreadsheet documentation of priority trainee
- 31 assignments.
- 32 • Administrative responsibility for the GA training web page.
- 33 • Coordination of Subject Matter Expert and Field Reviewers for NWCG development.
- 34 • Provide an inter-Geographic forum to share innovative training ideas, concepts and new
- 35 ways of doing business.
- 36 • Responsible for implementation of the training work flow process of IQCS.

37 *Website:* [http://www.nationalfiretraining.net/geographic\\_information](http://www.nationalfiretraining.net/geographic_information)

## Local Organization and Responsibilities

### District Managers

- Provide districtwide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* ([http://www.nifc.gov/policies/pol\\_intgncy\\_guides.html](http://www.nifc.gov/policies/pol_intgncy_guides.html)), *NIMS Wildland Fire Qualification System Guide* (<http://www.nwcg.gov/publications>), *Interagency Fire Program Management Qualifications Standards and Guide* (<http://ifpm.nifc.gov/>), and the *Federal Wildland Fire Qualifications Supplement* ([http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)).
- Ensure capability to delegate fire management duties to principal actings by accomplishing required training as outlined [FA IM-2016-007](#).
- Support local, geographic, and national training efforts by providing instructors, coordinators, and subject matter experts for course development/revision.
- Establish and implement fire training and workforce development plans to meet established fire management objectives of the annual work plan.

### Unit Fire Management Officers (FMO)

- Provide leadership in fire training and workforce development.
- Ensure that fire or fire militia employees meet applicable fire training requirements established in this document, the *Interagency Standards for Fire and Fire Aviation Operations* ([http://www.nifc.gov/policies/pol\\_intgncy\\_guides.html](http://www.nifc.gov/policies/pol_intgncy_guides.html)), *NIMS Wildland Fire Qualification System Guide* (<http://www.nwcg.gov/publications>), *Interagency Fire Program Management Qualifications Standards and Guide* (<http://ifpm.nifc.gov/>), and the *Federal Wildland Fire Qualifications Supplement* ([http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)) prior to performing fire management duties.
- Evaluate and communicate fire training and workforce development needs to meet current and anticipated needs with supervisor.
- Ensure all unit IQCS account managers have delegation of authority from the Certifying Official (<http://iqcs.nwcg.gov/articles/forms/70-delegation-of-authority>).

### Unit-Level Training Officers

All units have designated fire training officers; this is often a collateral duty.

- Provide unit-level leadership in fire training and workforce development.
- Assist the District Manager and the FMO in all areas of fire training.
- Ensure that employees meet pertinent PMS 310-1 and BLM-specific qualifications requirements.
- Maintain fire training and qualifications records.
- Assess unit training needs and establish training objectives. Develop and implement training schedules to meet those objectives.
- Coordinate fire training efforts with interagency partners and non-fire programs.
- Represent the unit on local, zone, or geographic area fire training committees.

- 1 • Manage the unit IQCS account, including inputting training, qualifications, and  
2 experience information and producing incident qualifications cards (Red Cards).
- 3 • Coordinate the fire qualifications review process for the unit IQCS Red Card review  
4 committee.
- 5 • Assist with IFPM standards compliance.
- 6 • Coordinate and prioritize unit-level NWCG fire training course nominations.
- 7 • Assist employees in identifying and facilitating on-the-job training opportunities.
- 8 • Provide leadership in the Individual Development Plan (IDP) process and mentoring  
9 programs.
- 10 • Assist the FMO in prioritizing training nominations.
- 11 • Work with agency and interagency counterparts to sponsor 100-300 level courses.

### **Employee Responsibilities**

13 Employees are responsible for their own self-development. While the BLM has a responsibility  
14 to ensure that employees are properly trained and equipped to perform their jobs, employees are  
15 largely responsible for developing and advancing their own careers. Responsibilities may  
16 include:

- 17 • Working with immediate supervisor to identify training and development needs.
- 18 • Using annual performance plans and/or Individual Development Plans to establish and  
19 implement a training and development strategy.
- 20 • Participating in and completing training courses and developmental activities.
- 21 • Applying knowledge and skills in field situations to gain experience.
- 22 • Enhancing experience by participating in after action reviews and other activities that  
23 assess, analyze, and seek to improve performance.
- 24 • Ensuring that training and records are accurately entered into IQCS.
- 25 • Maintaining personal copies of training, qualifications, and experience.
- 26 • Executing only duties they have been trained and qualified to perform.

## Chapter 3

### BLM National Workforce Development Programs

#### Introduction

The BLM National Fire Training and Workforce Development Program is constantly developing and improving programs that will better develop our future firefighters, leaders, and fire managers. This chapter addresses workforce development programs managed at the national level.

#### Higher Education Programs

The National Wildland Fire Training website maintains a partial list of higher educational resources for fire professionals.

*Website:* [http://www.nationalfiretraining.net/higher\\_education](http://www.nationalfiretraining.net/higher_education)

#### Wildland Fire Apprenticeship Program (WFAP)

The Wildland Firefighter Apprentice Program is an educational program designed to enhance and develop future fire and aviation managers. The intent of the program is to take a career-entry firefighter and provide education, training, and paid work experience over a 12- to 48-month period, depending on experience. Upon successful completion of all the requirements of the program, the apprentice will reach journey-level status as a wildland firefighter.

#### Applying for WFAP

Interested employees should visit the WFAP website (<http://www.wfap.net>) and work with their State Training Committee Representative and the WFAP DOI National Coordinator for specific application and funding processes.

*Website:* <http://www.wfap.net>

*BLM Representative:* BLM National Fire Training and Workforce Development Program Manager

#### Prescribed Fire Training Center (PFTC)

The Prescribed Fire Training Center (PFTC) is a unique program blending maximum field prescribed burning experience with a flexible curriculum of classroom instruction on topics of interest to prescribed fire practitioners. Participants will have the opportunity to complete portions of their NWCG-approved prescribed fire task books under the guidance of invited training specialists.

*Website:* <http://www.fws.gov/fire/pftc/>

#### Applying for PFTC

BLM PFTC applicants will follow the PFTC application process as identified on the PFTC webpage: [http://www.fws.gov/fire/pftc/training\\_opportunities.shtml](http://www.fws.gov/fire/pftc/training_opportunities.shtml).

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## Chapter 4

### Interagency Fire Training Program Organizations and Processes

#### Introduction

The BLM National Fire Training and Workforce Development Program functions within and outside of the interagency environment. This chapter provides an oversight of the National Wildland Fire Coordinating Group (NWCG) and the interagency committees under its direction and how the BLM National Fire Training and Workforce Development Program interfaces in the interagency environment.

#### National Wildfire Coordinating Group (NWCG)

##### Mission

The National Wildfire Coordinating Group (NWCG) provides national leadership to develop, maintain, and communicate interagency standards, guidelines, qualifications, training, and other capabilities that enable interoperable operations among federal and non-federal entities.

Although NWCG standards are interagency by design, the decision to adopt and utilize them is made independently by the individual member entities and communicated through their respective directives systems.

##### Strategic Priorities

- Develop, distribute, and support wildland fire operations standards for adoption and use by the NWCG member entities.
- Establish and maintain a comprehensive training curriculum in support of the standards.
- Develop standards with the intent of universal adoption and minimal agency-specific variation, but recognize the autonomy of the NWCG member entities.
- Support the National Cohesive Wildland Fire Management Strategy goals: to restore and maintain resilient landscapes, create fire adapted communities, and respond to wildfires safely and effectively.
- Ensure that all NWCG activities contribute to safe, effective, and coordinated national interagency wildland fire operations.

*Website:* <http://www.nwcg.gov/>

#### NWCG Training Development Program

The NWCG Training Development Program provides national leadership in the development and delivery of the NWCG wildland fire training curriculum. The NWCG training curriculum is one of the primary vehicles by which NWCG standards are transmitted to the wildland fire community. The training curriculum includes classroom, online, and on-the-job training components. Primary objectives include:

- Develop and disseminate high quality, relevant wildland fire training in a cost-effective manner to support the needs of the wildland fire community.

- 1 • Develop and disseminate wildland fire position task books based on established position
- 2 competencies and behaviors.
- 3 • Ensure that qualification requirements, training courses, and position task books are
- 4 aligned.
- 5 • Establish and implement an effective and efficient curriculum management process.
- 6 • Provide direction and support to NWCG subgroups with curriculum maintenance
- 7 responsibilities.
- 8 • Work with the NWCG Operations and Training Committee, Geographic Area Training
- 9 Representatives, FEMA, National Advanced Fire and Resource Institute, the Lessons
- 10 Learned Center, and other pertinent entities to maximize effectiveness and efficiency in
- 11 all areas of wildland firefighter training.

12 *Website:* <http://training.nwcg.gov/>

### 13 **NWCG Operations and Training Committee (OTC)**

14 The Operations and Training Committee (OTC) provides national leadership to establish and  
15 disseminate standards for wildland fire management operations, qualifications, and training.  
16 Primary objectives include:

- 17 • Establish wildland fire incident management and operational standards.
- 18 • Establish best practices for incident response.
- 19 • Establish minimum requirements for training, experience, physical fitness level, and
- 20 currency standards for wildland fire positions.
- 21 • Ensure that standards are aligned with the National Incident Management System
- 22 (NIMS).
- 23 • Establish and maintain wildland fire position competencies and behaviors.
- 24 • Coordinate with the NWCG National Incident Management System Integration
- 25 Committee (NIMSIC) and FEMA on FEMA-managed ICS position competencies and
- 26 behaviors.
- 27 • Coordinate with the NIMSIC to establish, implement and maintain a framework to
- 28 manage the wildland fire qualifications endorsement process.
- 29 • Provide competencies and behaviors to the NWCG Training Development Program for
- 30 development of position task books, training courses, job aids, and related materials.
- 31 • Provide NWCG Training Development Program with national subject matter experts to
- 32 assist with NWCG training curriculum development and maintenance.
- 33 • Work with the NWCG Training Development Program and the Geographic Area
- 34 Training Representatives to maximize the effectiveness and efficiency of NWCG training
- 35 curriculum delivery.
- 36 • Provide guidance to the Incident Qualifications and Certification System (IQCS) and
- 37 Incident Qualification System (IQS) leads in the management and implementation of
- 38 these systems.

39 *BLM Representatives:* BLM Chief, Preparedness/Suppression Standards and BLM National Fire  
40 Training and Workforce Development Program Assistant Manager

### NWCG Leadership Subcommittee

The Leadership Subcommittee (LSC) promotes and enables the development of leaders in the wildland fire service. The LSC provides educational and leadership development opportunities, and supports leadership innovation and best practices throughout the wildland fire community. Primary objectives include:

- Ensure that key stakeholders and partners are identified and engaged in LSC activities.
- Ensure that LSC courseware is of high quality, is consistent with program doctrine, and is aligned with target audiences.
- Manage the Wildland Fire Leadership Development Program (WFLDP).
- Ensure capacity, accessibility and quality of WFLDP products meet demand.
- Continually seek to improve and incorporate best practices in leadership development.

Website: <http://www.fireleadership.gov/>

BLM Contact: BLM National Fire Training and Workforce Development Program Assistant Manager

### Interagency Fire Program (IFPM) Group

The Interagency Fire Program Management Group (IFPM Group) is established pursuant to the authorities granted in the federal Fire Management Board (FMB) Charter.

#### Purpose

The purpose of the IFPM Group is to develop, maintain, and implement Interagency Fire Program Management Qualifications Standards for key fire management positions utilized by the federal land management agencies.

The IFPM Group is primarily responsible for:

- Maintain the *Interagency Fire Program Management Qualification Standards* (Qualification Standards) for key fire program positions.
- Ensure consistent interagency application of the Qualification Standards.
- Integrate Qualification Standards into agency workforce development and succession planning efforts.
- Establish and maintain a process for reporting issues and concerns related to the maintenance of the Qualification Standards.
- Communicate with fire management and human resources management staff on Qualification Standards utilizing the IFPM website, status reports, FAQ's and decision papers.
- Coordinate with the Incident Qualification and Certification (IQCS) Change Management Board to maintain the qualification requirements for key fire management positions in IQCS for tracking and reporting purposes.
- Coordinate with the interagency classification group on the development and maintenance of interagency standard position descriptions for key fire management positions.
- Collect data, develop reports and present findings to FMB as requested.

**DOI Policy on Qualification Requirements for GS-0401 Fire Program Management**

The Office of Personnel Management (OPM) Qualification Standard for the 0401 series includes a “positive” education requirement. OPM has also established the GS-0401 Supplemental Qualification Standard for Fire Program Management. Applicants are responsible for providing documentation or proof that they have met the applicable educational provisions described in the supplemental standard. No applicant may be placed in a position covered by the GS-0401 Supplemental Qualification Standard for Fire Program Management without meeting these requirements.

Training officers must work closely with human resources personnel to ensure that the coursework meets the requirements of the GS-0401 supplemental standard.

The directive *DOI Policy for Qualification Requirements for GS-0401 Fire Program Management* is located at [http://www.ifpm.nifc.gov/standard/standard/DOI\\_PB\\_07-13.pdf](http://www.ifpm.nifc.gov/standard/standard/DOI_PB_07-13.pdf).

*Website:* <http://www.ifpm.nifc.gov/>.

*BLM Representative:* BLM National Fire Training and Workforce Development Program Manager

**NWCG Incident Qualifications and Certification System (IQCS) Change Management Board**

The IQCS Change Management Board is chartered under the OTC. IQCS is utilized to certify and manage individual qualifications as defined by the NWCG, [PMS 310-1](#), and agency specific direction. The partnering agencies have selected representatives to participate, review, and make recommendations in development, implementation, and maintenance of IQCS.

More information on BLM IQCS standards and training is contained in [Chapter 5](#).

*Website:* <http://iqcs.nwcg.gov>

*BLM Representative:* BLM National Fire Training and Workforce Development Program Assistant Manager

**National Advanced Fire and Resource Institute (NAFRI)**

The National Advanced Fire and Resource Institute (NAFRI) is responsible for course delivery of 500-600 level NWCG courses and other national training courses as endorsed by NWCG.

*Website:* <http://www.nafri.gov/>

*BLM Representative:* Contact the BLM National Fire Training and Workforce Development Program Manager

**NWCG Curriculum Management Plan**

Maintenance responsibilities for the NWCG training curriculum are assigned by course to one of three primary entities/groups:

- NWCG Training Development Program
- Steering Training Subcommittees/National Advanced Fire Resource Institute (NAFRI)
- NWCG committees (may be delegated down to their subcommittees or task groups)

*Website:* <http://training.nwcg.gov/pdfs/Curriculum%20Maintenance%20Plan.pdf>

**NWCG Course Development/Revision**

The NWCG Training Development Unit solicits annually for subject matter experts (SMEs) and field reviewers on an as-needed basis. Typically, SMEs join the project teams when courses move from the analysis and design phases into the development phase. Email solicitations, including a nomination form, will be sent out through relevant NWCG committees, Geographic Area Training Specialists, and special interest groups when SMEs are needed for courses.

SMEs participate in approximately three one-week workshops conducted over a one-year time period. The initial workshop determines the extent of the revision.

*Website:* <http://training.nwcg.gov/>

**BLM Process for NWCG Course Development SME Application and Field Review**

The BLM allocates funds down to the state offices for all pre-suppression activities. This includes but is not limited to support of national level efforts. Participation as SMEs in the development and revision NWCG training courses is considered a national level effort. SME funding will need to be negotiated between the local office and the state office. Contact your State Fire Management Officer.

All applications for course development SMEs will be submitted through the State Fire Training Committee Representative. All applications will then be collected by the BLM National Fire Training and Workforce Development Program Manager and forwarded to the NWCG Training Development Unit Leader. All funding for BLM SMEs will be funded by the local unit. Those not selected as SMEs will be expected to be Field Reviewers for the final product.

**BLM Equivalency for NWCG Courses**

The BLM has determined that the courses listed in the table below are equivalent to the associated NWCG courses. Persons who have successfully completed the identified equivalent course do not need to attend the corresponding NWCG course and should receive credit in IQCS.

NWCG-APPROVED CURRICULUM	APPROVED EQUIVALENT COURSE(S)
Facilitative Instructor (M-410)	National Fire Protection Association, Fire Service Instructor I (NFPA 1041)
Introduction to Fire Effects (RX-310)	Successful completion of Technical Fire Management (TFM)
Human Factors on the Fireline (L-180)	Firefighter Training (S-130, 2004 version). <i>The 2004 version of S-130 incorporated L-180 into the course package.</i>
Driving for the Fire Service (S-216)	Engine Operator (PMS 419)
Leadership and Organizational Development (S-301, obsolete course)	Fireline Leadership (L-380)

### NWCG Guidance for Course Equivalency (Field Manager's Course Guide)

An equivalent course is determined by agency identified "evaluators" to be equal to an NWCG-approved course. Awarding course equivalency is an agency-specific responsibility. Only agencies have the authority to certify their employees meet NWCG training requirements when alternative course offerings are used. Individual agencies will set guidelines for equivalency determination and may grant credit for courses they deem equivalent. Equivalent fire training courses must meet two criteria:

- An evaluation team has determined that the courses are equivalent to courses identified in the NWCG's approved curriculum, and
- The BLM Process for Evaluating and Establishing Course Equivalency (see below) has been completed.

Website: <http://www.nwcg.gov/pms/training/training.htm>

### BLM Process for Evaluating and Establishing Course Equivalency

- The appropriate State Office (SO) fire management staff or national committee identifies the need for an equivalency analysis of a specific course. The SO fire management staff or national committee can assemble an evaluation team (see *Evaluation Team Composition*) to conduct the analysis, document their findings, and submit recommendations through agency channels to the BFTC for an equivalency review. If assistance is needed in assembling the appropriate evaluation team it can be requested from the BLM National Fire Training and Workforce Development Program Manager.
- If the BFTC and the BLM FOG determines that the equivalent course analysis is sufficient and the proposed course meets the NWCG certified course standards, the BLM Assistant Director, Fire & Aviation shall issue a memorandum stating that the course is equivalent.
- The BLM IQCS Agency Lead will issue a course number for the equivalent course and enter it into IQCS with a competency for the NWCG course. The BLM National Fire Training and Workforce Development Program Manager will provide the equivalency

1 information to the OWDC and the GATRs, other agencies and/or the states for  
2 information-sharing purposes.

3 The BFTC may utilize analyses conducted by other agencies when making course equivalency  
4 determinations.

### 5 **Evaluation Team Composition**

6 The evaluation team shall be comprised of at least a lead instructor, cadre member, and course  
7 developer or subject matter expert for the respective NWCG course. The evaluators shall be  
8 individuals who have either been involved within the past three years instructing the course that  
9 is being evaluated, and/or who are familiar with the course development and revision process.

### 10 **Evaluation Methodology for Equivalency**

11 The evaluation team shall consider, at a minimum, the following items when attempting to  
12 determine whether or not a course is equivalent to an NWCG course:

- 13 • *Comparison of course objectives.* The learning objectives of the two courses must be  
14 thoroughly analyzed and found to be substantially similar, both at the unit level and at the  
15 course level.
- 16 • *Comparison of course content.* There should be no omissions of major topics, procedures,  
17 or concepts that are contained in the NWCG course.
- 18 • *Testing.* Tests administered to trainees to measure content learned must be similar in  
19 terms of information tested, length of test, and percentage required for a passing grade.
- 20 • *Documentation of findings.* The evaluation team shall document its analysis and findings  
21 and forward them to the BLM National Fire Training and Workforce Development  
22 Program Manager with its recommendation.

23 Equivalent course material may have more, not less, in-depth subject matter content than the  
24 NWCG course.

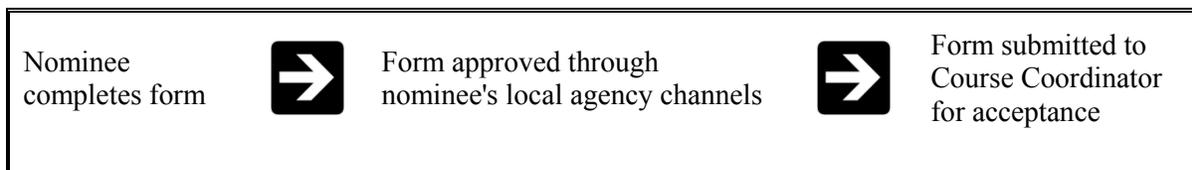
### 25 **Nomination Process for an NWCG Course**

26 The Unit-Level Training Officer and the employee are responsible for verifying that all agency  
27 course and NWCG prerequisites have been met as well as ensuring that all the necessary  
28 signatures have been obtained and are on the nomination form.

29 *Website:* [http://www.nationalfiretraining.net/nomination\\_forms.html](http://www.nationalfiretraining.net/nomination_forms.html)

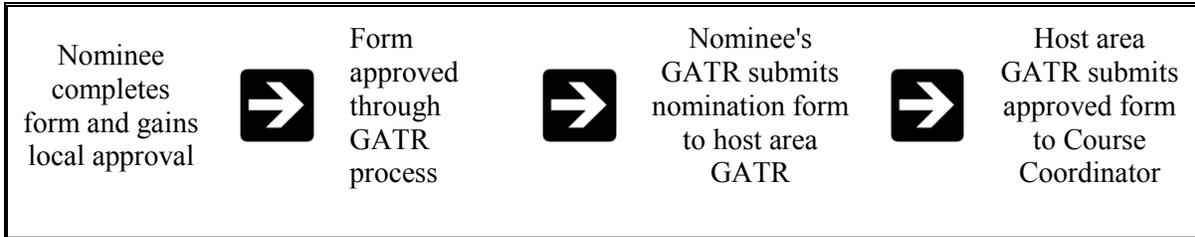
### 30 **100-200 Level Course Nomination Process**

31 Completed NWCG nomination forms for all 100-200 level courses must be routed as follows:



1 **300-600 Level Course Nomination Process**

2 Completed NWCG nomination forms for all 300-600 level and other miscellaneous courses must  
 3 be routed as follows:



4 The above nomination procedures are required for all individuals desiring to attend a course. All  
 5 geographic areas have agreed to a single point of contact, the GATRs, for the most efficient  
 6 coordination of courses. This process allows for prioritization and tracking of nominations. Some  
 7 individual units and zone may have a slight variation from the above workflow.

8 *Website:* <http://www.nationalfiretraining.net/>

9 **Course Nomination Process Using IQCS**

10 For information on the IQCS nomination process, visit the National Wildland Fire Training  
 11 website at [http://www.nationalfiretraining.net/nomination\\_information](http://www.nationalfiretraining.net/nomination_information)

## Chapter 5

### BLM-Specific Fire Training and Qualifications

#### Introduction

BLM firefighters must meet minimum standards identified in the NWCG *NIMS: Wildland Fire Qualification System Guide*, [PMS 310-1](#) and for non-PMS 310-1 positions refer to the [Federal Wildland Fire Qualifications Supplement](#).

Bureau personnel will meet the training, certification, and qualification processes outlined in the [PMS 310-1](#), the [Federal Wildland Fire Qualifications Supplement](#), and this document. However, the Bureau may place higher standards for training, certification, and qualifications.

Department Manual 620, Chapter 1.2, Section G states:

“National Wildfire Coordinating Group (NWCG) is comprised of federal and state representatives from governmental organizations with wildland fire management responsibilities...NWCG is a forum for development of recommended policies, guidelines and standards that can be of benefit to participating bureaus. Policies, guidelines or standards, if adopted by a bureau, are implemented through individual bureau directive systems.”

BLM adopts NWCG standards, or implements additional standards, by issuing guidance through the Bureau directives system.

#### Incident Qualification and Certification

The Agency Administrator (or delegate) is responsible for annual certification of all agency and Administratively Determined (AD) personnel serving on wildfire, prescribed fire, and all hazard incidents. This responsibility includes monitoring medical status, fitness, training, performance, and ensuring the responder meets all position performance requirements.

Training, medical screening, and successful completion of the appropriate work capacity test (WCT) must be properly accomplished. All Incident Qualification Cards issued to agency employees, with the exception of Emergency Firefighter (EFF-paid or temporary employees at the FFT2 level), will be printed using the IQCS. Incident Qualification Cards issued to EFF or temporary employees at the FFT2 level may be printed at the local level without use of the IQCS.

Each agency will designate employees at the national, regional/state, and local levels as Fire Qualifications Administrators, who ensure all incident experience, incident training, and position task books for employees within the agency are accurately recorded in the IQCS. All records must be updated annually or modified as changes occur.

BLM employees shall not certify the qualifications of private sector contractors or educational institutions trainees or instructors except where formal agreements are in place. Non-agency firefighters will be certified by state or local fire departments. The BLM will not act as the

1 certifying agency or assist in administrating/sponsoring the WCT for non- federal agency  
2 firefighters.

### 3 **Work Capacity Test (WCT)/DOI Medical Standards Program (MSP)**

4 The *Wildland Fire Qualifications System Guide* ([PMS 310-1](#)) establishes physical fitness  
5 standards for NWCG sanctioned firefighters. These standards are assessed using the WCT. Prior  
6 to attempting the WCT, all employees who participate in wildland fire activities requiring a  
7 fitness level of arduous must participate in the DOI Medical Standards Program (MSP).

8 *Website:* [http://www.nifc.gov/medical\\_standards](http://www.nifc.gov/medical_standards)

### 9 **BLM National Fire Operations Fitness Challenge**

10 The BLM National Fire Operations Fitness Challenge provides a common system by which  
11 BLM firefighters can measure current fitness, establish fitness goals, track fitness improvement,  
12 and receive recognition for their efforts. The Fitness Challenge encourages and recognizes  
13 achievement in physical fitness by BLM firefighters. The Fitness Challenge is voluntary;  
14 however, BLM firefighters are encouraged to participate.

15 The Fitness Challenge tests participants in four basic exercises: push-ups, pull-ups, sit-ups and a  
16 timed run of either 1.5 or 3.0 miles. Test results are compiled into a final overall score. Unit and  
17 state offices are encouraged to support and recognize achievement in firefighter fitness. The  
18 BLM FA Division of Fire Operations will recognize high achievers annually.

19 *Website:* [http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness\\_challenge.html](http://www.blm.gov/nifc/st/en/prog/fire/fireops/fitness_challenge.html)

### 20 **Incident Qualifications and Certification System (IQCS)**

21 The Incident Qualifications and Certification System (IQCS) is the incident qualification and  
22 certification record keeping system for the BLM. The Responder Master Record report provided  
23 by the IQCS meets the BLM requirement for maintaining fire qualification records. The system  
24 is designed to provide managers at the local, state/regional, and national levels with detailed  
25 qualification, experience, and training information needed to certify employees in wildland fire  
26 positions. The IQCS is a tool to assist managers in certification decisions. However, it does not  
27 replace the manager's responsibility to validate that employees meet all requirements for position  
28 performance based on the BLM standards.

29 A hard copy file folder will be kept for each employee. The contents will include, but are not  
30 limited to, training records for all agency required courses, evaluations from assignments,  
31 position task book verification, yearly updated IQCS forms, and Responder Master Record  
32 (RPTC028) from IQCS. All records will be stored and/or destroyed in accordance with agency  
33 policy located at [http://www.blm.gov/wo/st/en/res/FOIA/Reading\\_Room.html](http://www.blm.gov/wo/st/en/res/FOIA/Reading_Room.html).

34 Employees are ultimately responsible for maintaining original training certificates, completed  
35 position task books, experience records, and any other qualifications records that may be needed  
36 to support training and qualifications.

## 1 IQCS Training

2 All authorized users will complete mandatory IQCS user training. IQCS training is only  
3 available online. For additional questions contact the BLM State IQCS Representatives listed at  
4 <http://iqcsweb.nwcg.gov/support/iqcs-team/regional-agency-representatives/246-blm-reps>. The  
5 IQCS staff updates training materials to match modifications and improvements to IQCS.

6  
7 All IQCS account managers must have a delegation of authority from their certifying official.

8  
9 *Website:* <http://iqcs.nwcg.gov/>

## 10 Incident Qualification Card (Red Card) Review Committees (IQCRC)

11 Each unit with fire management responsibilities will establish an Incident Qualification Card  
12 qualification and certification process, which may include a qualification and certification  
13 committee. In areas cooperating with other federal, state, or local agencies, an interagency  
14 qualification and certification committee should be established and include representatives from  
15 each unit. These qualification and certification committees provide management oversight and  
16 review of the wildland and prescribed fire positions under their jurisdiction. The committee:

- 17 • Ensures that qualifications generated by IQCS or other agency systems for employees are  
18 valid by reviewing the training and experience of each employee.
- 19 • Determines whether each employee possesses the personal characteristics necessary to  
20 perform the wildland and prescribed fire positions in a safe and efficient manner.
- 21 • Makes recommendations to the appropriate Agency Administrator or designee who is  
22 responsible for final certification signature.
- 23 • Develops interagency training needs and sponsors courses that can be offered locally.
- 24 • Ensures training nominees meet minimum requirements for attending courses.

## 25 Position Task Books

26 The unit's certifying official is responsible for certification and verification of all employees'  
27 qualifications to ensure they meet BLM standards including required training and completion of  
28 position task books (PTBs).

29 For more information on roles and responsibilities for completing the PTBs refer to PMS 310-1.

30 To delete a position task book in IQCS, contact the IQCS Help Desk (<http://iqcs.nwcg.gov/>). The  
31 request will be forwarded to the BLM IQCS Change Management Board representative for  
32 approval.

## 33 BLM Recertification Policy

34 If an employee (including an agency-sponsored AD) has lost currency in a position, the  
35 employee is converted to trainee status for that position. In order to regain full qualification for  
36 the position, the employee must demonstrate the ability to perform in the position as determined  
37 by the Certifying Official. Prior to recertification, the employee must:

- 1 • Complete the BLM Recertification Evaluation found in [Appendix B](#).
- 2 • Complete one or more evaluation assignments.
- 3 • Complete any additional requirements as determined by the Certifying Official (e.g.,
- 4 additional assignments and/or courses).

5 NOTE: This policy only applies to positions for which a PTB is required.

6 If a Certifying Official requires a decertification of a qualification, it is recommended to utilize  
7 the “Block” function in IQCS and to properly document in the justification block.

8 *Website:* [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training.html)

### 9 **BLM-Specific Requirements in the Recruitment and Selection Process**

10 Personnel hired by the BLM must meet requirements established in the position description. If  
11 the position description requires Incident Command System qualifications, only qualifications  
12 and minimum requirements specified in the NWCG Wildland Fire Qualifications Systems Guide,  
13 [PMS 310-1](#) will be applied as selective factors and/or screen-out questions. To avoid reducing  
14 candidate pools, BLM-specific requirements that are supplemental to the [PMS 310-1](#) may not be  
15 used as selective placement factors/screen-out questions. Supplemental BLM-specific training or  
16 qualification requirements may only be used as selective factors and/or screen-out questions  
17 when requested and justified by the selecting official, and approved by human resources. Impacts  
18 to the candidate pool must be addressed in the justification. As with all other BLM or DOI-  
19 specific training/experience requirements (e.g., Do What’s Right training and purchase card  
20 training) that newly hired employees from other agencies may not have, the supervisor and IQCS  
21 certifying official are responsible for reconciling that employee’s training and IQCS record after  
22 the employee has entered on duty. This may be accomplished by providing additional  
23 training/experience or by manually awarding competencies as per established IQCS protocol.

### 24 **BLM-Specific Incident Qualifications and BLM-Specific Training Courses**

25 As additional agency requirements to the [PMS 310-1](#), the BLM has identified additional  
26 requirements to support the wildland fire management program for [Engine Boss \(ENGB\)](#),  
27 [Prescribed Fire Burn Boss Type 1 \(RXB1\)](#), and [Prescribed Fire Burn Boss Type 2 \(RXB2\)](#),  
28 [Firing Boss \(FIRB\)](#), and [Fire Effect Monitor \(FEMO\)](#).

29 Information on non-PMS 310-1 positions, refer to the *Federal Wildland Fire Qualifications*  
30 *Supplement*.

31 *Website:* <http://www.nwcg.gov/publications/310-1>

32 See [Appendix C](#) and [Appendix D](#) for BLM positions with additional qualification and training  
33 requirements above the NWCG PMS 310-1 standards.

34 To request changes to current positions and/or their requirements or request new positions or  
35 training courses, refer to [Appendix A](#) – BLM Training Committee Request for Change.

**General BLM Non-fire Training Requirements**

- 1
- 2 All fire personnel will meet specific agency training, experience, and qualification requirements
- 3 for incident assignments. Additional training which is deemed necessary to improve employee
- 4 proficiency and safety but is not addressed within the NWCG curriculum will be offered to the
- 5 employee and taken in a timely manner. See [Appendix E](#) for more information.

1

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## Appendix A

### BLM Fire Training Committee Request for Change Process

All Requests for Change forms will be submitted through the appropriate State BLM Fire Training Committee (BFTC) Representative. The Request for Change process is used to recommend:

- Changes to or creation of BLM training courses;
- Changes to or creation of BLM position qualifications including IQCS recommendations;
- Changes to BLM training policy; or
- Development of new training products or workforce development programs.

When the BFTC representative receives a request for change, he/she is expected to seek input from their state prior to submitting the request to the BFTC to ensure the change request is national in scope and meets an identified need of the agency. If so, BFTC representatives will forward to the co-chairs for placement on the agenda.

All requests for change will be processed through BFTC conference calls or meetings and tracked through the BFTC Action Item Log. Some decisions may require coordination with other BLM committees and/or groups.

Once a decision has been reached, the BFTC will forward the request to the Fire Operations Group (FOG) for concurrence. The FA-324 BFTC co-chair will inform the BFTC of final decisions and if any further action is needed.

Changes adopted through this process will be incorporated into the *BLM Standards for Fire Training and Workforce Development* during the annual revision.

#### Form Instructions:

1. **State/Office Requesting Change:** Indicate the State requesting the change and identify the appropriate BFTC state representative.
2. **Unit Representative Contact Information:** Provide the name, home unit, telephone number, and email address of the person initiating the change request.
3. **Description of the Proposal:** Briefly describe the proposed change in sufficient detail.
4. **Description of the Issue:** Describe the issue your proposal is intended to solve. Provide the significant background information on the issue.
5. **Desired Outcome:** Provide a description of the final product. Offer suggested language for policy change, if applicable.
6. **Estimated Cost/Workload Required:** Provide an estimated amount the proposal will cost to accomplish. Estimate the number of people and time it will take to bring the request to resolution. Offer alternatives for delivering the desired outcome. Understand that this is a simple estimate of workload.



<p><b>5. Desired Outcome</b> (Describe potential end product, proposed language, estimated due date, etc.)</p>          
<p><b>6. Estimated Cost/Workload Required</b></p>   
<p><b>7. ~For Committee Use Only~</b></p> <p><b>Tracking #: BLMTC-</b></p> <p><b>Training Committee Approval:</b>    <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Pending/Further Information Needed  <b>Date:</b></p>
<p><b>Rationale:</b></p>     
<p><b>Fire Operations Group Approval:</b> <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Pending/Further Information Needed  <b>Date:</b></p>
<p><b>Rationale:</b></p>     
<p><b>Fire Leadership Team Approval:</b> <input type="checkbox"/> Yes   <input type="checkbox"/> No   <input type="checkbox"/> Pending/Further Information Needed  <b>Date:</b></p>
<p><b>Rationale:</b></p>     

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## Appendix B BLM Recertification Evaluation

### BLM Recertification Evaluation

This document is used to determine the agency's minimum requirements for position recertification.

Trainee name:	Unit ID:
Trainee's supervisor:	Trainee's phone number:
Position to be recertified:	Date of last assignment:

**Certifying Official:** In addition to the mandatory evaluation assignment, the Certifying Official may request additional training or coursework. If the Certifying Official chooses to have the trainee complete a new position task book (PTB), then the recertification evaluation form is unnecessary.

- Mandatory** - Satisfactory performance on at least one evaluation assignment by a qualified evaluator. The evaluation assignment should be documented on the Incident Personnel Performance Rating form, NFES 1576 (ICS 225).

Check the box next to any optional requirements the trainee needs to perform prior to being considered for recertification (work with the local Qualification and Certification Committee and refer to PMS 310-1):

- Open and complete all tasks in the current PTB as outlined by the local Qualification and Certification Committee. (Note: The trainee will not need to complete the evaluation assignment if the Certifying Official chooses to have the trainee complete a PTB.)
- Complete any new "required training" courses based on the current PMS 310-1 or agency policies that have been added to the position since losing currency.
- Retake all "required training" relevant to the position based on current agency policies.
- Attend the following course(s) prior to certification:

Trainee Signature \_\_\_\_\_ Date \_\_\_\_\_

Certifying Official Signature \_\_\_\_\_ Date \_\_\_\_\_

**Final Agency Certification**

I certify that (trainee name) \_\_\_\_\_ has met all requirements for recertification in the above position and qualification has been reissued.

---

Certifying Official – Signature of Approval \_\_\_\_\_ Date \_\_\_\_\_

**Evaluator:** The above individual has lost currency for the stated position. The trainee's Certifying Official is asking the evaluator to assess the individual's skills and abilities to assist them in determining if the trainee should be considered for recertification.

Assignment Information:

Incident name:	Incident number:
Dates of evaluation:	Incident complexity:
Evaluator qualification:	Fuel type:

What, if any, significant job tasks, competencies, or behaviors were you unable to evaluate on this assignment?

Provide additional comments related to the individual's ability to perform the position.

Do you recommend the individual for recertification?

If no, what recommendation do you have for improving tasks, competencies, and/or behaviors (e.g., more experience is needed in logistic support)?

---

Evaluator (name, home unit, and phone contact) Date

---

Trainee Signature Date  
January 2016 Page 2 of 2

## Appendix C

### BLM-Specific Incident Qualifications

As additional agency requirements to the [PMS 310-1](#), the BLM has identified additional requirements to support the wildland fire management program for Engine Boss (ENGB), Prescribed Fire Burn Boss Type 1 (RXB1), and Prescribed Fire Burn Boss Type 2 (RXB2), Firing Boss (FIRB), and Fire Effects Monitor (FEMO).

The BLM also follows the *Interagency Prescribed Fire Planning and Implementation Procedures Guide* (PMS 484) and BLM supplemental policy (issued through directives) in dealing with prescribed fire qualifications, certification, and fitness standards.

Website: <http://www.nwcg.gov/sites/default/files/products/pms484.pdf>.

For information on non-PMS 310-1 positions, refer to the *Federal Wildland Fire Qualifications Supplement*.

Website: <http://www.nwcg.gov/publications/310-1>.

#### ***Engine Boss (ENGB)***

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BLM utilizes the term “Engine Captain” to describe an individual whose position description reflects primary responsibility as a supervisory wildland firefighter of a wildland fire engine in a BLM fire management organization and should not be confused with Engine Boss. “Engine Captain” is not a fireline qualification. The BLM-specific Engine Boss qualification uses the NWCG position task book; however, training requirements differ.

#### ***\*\*Identifies additional BLM Requirement***

#### **REQUIRED TRAINING:**

Basic ICS: ICS for Single Resource and Initial Action Incidents (ICS-200)

Annual Fireline Safety Refresher (RT-130)

Crew Boss (Single Resource) (S-230)

Intermediate Wildland Fire Behavior (S-290)

\*\*Fire Operations in the Wildland/Urban Interface (S-215)

\*\*BLM Engine Driver Refresher (annually; IQCS Number: RT-301)

#### **REQUIRED EXPERIENCE:**

\*\*Satisfactory position performance as Incident Commander Type 5 (ICT5)

**AND**

\*\*Satisfactory position performance as Engine Operator (ENOP)

**AND**

Completion and Certification of PTB as Engine Boss (ENGB)

#### **PHYSICAL FITNESS LEVEL:**

Arduous

**THESE POSITIONS MAINTAIN CURRENCY FOR ENGB:**

\*\*Engine Operator (ENOP)

Division/Group Supervisor (DIVS)

Incident Commander Type 3 (ICT3)

Incident Commander Type 4 (ICT4)

Operations Section Chief Type 3, Wildland Fire (OPS3)

Prescribed Fire Burn Boss Type 1 (RXB1)

Prescribed Fire Burn Boss Type 2 (RXB2)

Safety Officer, Line (SOFR)

Any Single Resource Boss (CRWB, FELB, FIRB, HMGB, HEQB)

Strike Team Leader Engine (STEN)

Task Force Leader (TFLD)

**ENGB MAINTAINS CURRENCY FOR THESE POSITIONS:**

Field Observer (FOBS)

Firefighter Type 1 (FFT1)

Firefighter Type 2 (FFT2)

Incident Commander Type 4 (ICT4)

Any Single Resource Boss (CRWB, FELB, FIRB, HMGB, HEQB)

Strike Team Leader Engine (STEN)

**ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:**

Engine Boss (Single Resource) (S-231)

Firing Operation (S-219)

Interagency Incident Business Management (S-260)

Basic Air Operations (S-270)

Followership to Leadership (L-280)

***Prescribed Fire Burn Boss Type 1 (RXB1)***

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***\*\*Identifies additional BLM Requirement*****REQUIRED TRAINING:**

Annual Fireline Safety Refresher (RT-130)  
Advanced Wildland Fire Behavior Calculations (S-490)  
**\*\*Smoke Management Techniques (RX-410)**

**REQUIRED EXPERIENCE:**

Satisfactory performance as a Prescribed Fire Burn Boss Type 2 (RXB2)

**AND**

**\*\*Satisfactory performance as an Incident Commander Type 3 (ICT3)**

**AND**

Completion and Certification of PTB as a Prescribed Fire Burn Boss Type 1 (RXB1) on a prescribed fire incident

**PHYSICAL FITNESS LEVEL:**

Light

**THESE POSITIONS MAINTAIN CURRENCY FOR RXB1:**

[Prescribed Fire Burn Boss Type 2 \(RXB2\)](#)

Prescribed Fire Manager Type 1 (RXM1)

Strategic Operational Planner (SOPL)

**RXB1 MAINTAINS CURRENCY FOR THESE POSITIONS:**

Firefighter Type 1 (FFT1)

Firefighter Type 2 (FFT2)

Incident Commander Type 3 (ICT3)

Prescribed Fire Burn Boss Type 2 (RXB2)

Any Single Resource Boss (ENGB, CRWB, FELB, FIRB, HEQB)

Strategic Operational Planner (SOPL)

Any Strike Team Leader (STCR, STEQ, STEN)

Task Force Leader (TFLD)

**ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:**

Fire Program Management (M-581)

Applied Fire Effects (RX-510)

Smoke Management Techniques (RX-410)

Prescribed Fire Burn Plan Preparation (RX-341)

***Prescribed Fire Burn Boss Type 2 (RXB2)***

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***\*\* Identifies additional BLM Requirement*****REQUIRED TRAINING:**

Annual Fireline Safety Refresher (RT-130)

Introduction to Wildland Fire Behavior Calculations (S-390)

**\*\***Prescribed Fire Implementation (RX-301)**REQUIRED EXPERIENCE:**

Satisfactory performance as a Firing Boss, Single Resource (FIRB)

**AND**

Satisfactory performance as an Incident Commander Type 4 (ICT4)

**AND**

Completion and Certification of PTB as a Prescribed Fire Burn Boss Type 2 (RXB2) on a prescribed fire incident

**PHYSICAL FITNESS LEVEL:**

Moderate

**THESE POSITIONS MAINTAIN CURRENCY FOR RXB2:**

Prescribed Fire Burn Boss Type 1 (RXB1)

Prescribed Fire Manager Type 1 (RXM1)

Prescribed Fire Manager Type 2 (RXM2)

Strategic Operational Planner (SOPL)

**RXB2 MAINTAINS CURRENCY FOR THESE POSITIONS:**

Firefighter Type 1 (FFT1)

Firefighter Type 2 (FFT2)

Incident Commander Type 4 (ICT4)

Prescribed Fire Burn Boss Type 1 (RXB1)

Prescribed Fire Manager Type 2 (RXM2)

Any Single Resource Boss (ENGB, FELB, FIRB, HEQB, CRWB)

Strategic Operational Planner (SOPL)

Strike Team Leader Crew (STCR)

Strike Team Leader Engine (STEN)

Strike Team Leader Heavy Equipment (STEQ)

Task Force Leader (TFLD)

**ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:**

Fireline Leadership (L-380)

Introduction to Fire Effects (RX-310)

Prescribed Fire Burn Plan Preparation (RX-341)

Prescribed Fire Implementation (RX-301)

***Firing Boss, Single Resource (FIRB)***

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**\*\* Identifies additional BLM Requirement****REQUIRED TRAINING:**

Basic ICS: ICS for Single Resources and Initial Action Incidents (ICS-200)  
Annual Fireline Safety Refresher (RT-130)  
Crew Boss (Single Resource) (S-230)  
Intermediate Wildland Fire Behavior (S-290)  
\*\*Firing Operations (S-219)

**REQUIRED EXPERIENCE:**

Satisfactory performance as Firefighter 1 (FFT1)

**AND**

Completion and Certification of PTB as a [Firing Boss, Single Resource \(FIRB\)](#) on a wildfire incident

**PHYSICAL FITNESS LEVEL:**

\*\*Arduous (This is above the PMS 310-1 Moderate Standard)

**THESE POSITIONS MAINTAIN CURRENCY FOR FIRB:**

Division/Group Supervisor (DIVS)  
Incident Commander Type 3 (ICT3)  
Incident Commander Type 4 (ICT4)  
Operations Section Chief Type 3, Wildland Fire (OPS3)  
Prescribed Fire Burn Boss Type 1 (RXB1)  
Prescribed Fire Burn Boss Type 2 (RXB2)  
Safety Officer, Line (SOFR)  
Any Single Resource Boss (CRWB, FELB, ENGB, HMGB, HEQB)  
Task Force Leader (TFLD)

**FIRB MAINTAINS CURRENCY FOR THESE POSITIONS:**

Firefighter Type 1 (FFT1)  
Firefighter Type 2 (FFT2)  
Incident Commander Type 4 (ICT4)  
Any Single Resource Boss (CRWB, FELB, ENGB, HEQB except HMGB)

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:**

Basic Air Operations (S-270)  
Followership to Leadership (L-280)  
Firing Operations (S-219)  
Interagency Incident Business Management (S-260)

***Fire Effects Monitor (FEMO)*****\*\* Identifies additional BLM Requirement****REQUIRED TRAINING:**

Annual Fireline Safety Refresher (RT-130)  
Intermediate Wildland Fire Behavior (S-290)  
\*\* Introduction to Fire Effects (RX-310)

**REQUIRED EXPERIENCE:**

Satisfactory performance as a Firefighter Type 2 (FFT2)  
**AND**  
Completion and Certification of PTB as a Fire Effects Monitor (FEMO)

**PHYSICAL FITNESS LEVEL:**

\*\*Arduous (This is above the PMS 310-1 Moderate Standard)

**THESE POSITIONS MAINTAIN CURRENCY FOR FEMO:**

Field Observer (FOBS)  
Fire Behavior Analyst (FBAN)  
Long Term Fire Analyst (LTAN)

**FEMO MAINTAINS CURRENCY FOR THESE POSITIONS:**

Field Observer (FOBS)  
Firefighter Type 2 (FFT2)

**ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS:**

Field Observer (S-244)

**Historical Reference for Firing Leader (FIRL):** Over time, several changes have been made to the position that controls ignition/firing/burning operations on wildland fires. The BLM has gone from Ignition Specialist 1 and 2 (RXI1, RXI2) and Firing Boss (FIRB) to only Firing Boss (FIRB). In October 3, 2007, the BLM endorsed two positions: Firing Boss (FIRB) and Firing Leader (FIRL). In 2013 the FIRL position was removed (FA-IM-2014-001).

For further information on these changes, refer to FA IM-2010-009 at <http://web.blm.gov/internal/fire/Directives/IM2010/FAIM2010009.pdf> and Attachment 1 at <http://web.blm.gov/internal/fire/Directives/IM2010/FAIM2010009a1.pdf>.

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***Chainsaw Operators and Fallers***

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The BLM Faller positions are located in the PMS 310-1. The BLM as also adopted the use of the NWCG Position Task Book for all Faller positions for certification. Refer to [FA-IM-2014-026](#).

The BLM requirements for final evaluation for each faller position is as follows:

- The individual tasks required for completion of the FAL3 PTB must be evaluated by a qualified FAL2 or FAL1. The Final Evaluator's Verification for a FAL3 trainee must be completed by a qualified FAL2 or FAL1;
- The individual tasks required for completion of the FAL2 PTB must be evaluated by a qualified FAL2 or FAL1. The Final Evaluator's Verification for a FAL2 trainee must be completed by a qualified FAL1;
- The individual tasks required for completion of the FAL1 PTB must be evaluated by a qualified FAL1. The Final Evaluator's Verification for a FAL1 trainee must be completed by a qualified FAL1 evaluator;
- Each BLM state fire management officer will certify and maintain a list of their current FAL1 evaluators;
- The final certification of all wildfire faller positions will remain the responsibility of the IQCS certifying official.
- All wildfire saw operation qualifications are maintained through the IQCS system and displayed on the incident qualification card.

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## Appendix D BLM-Specific Training Courses

3

### ***PMS-419 Engine Operator (IQCS #N9018)***

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4 Engine Operator training is intended to provide employees filling the Engine Operator (ENOP)  
5 position on engine modules with the knowledge, skills, and abilities they need to safely and  
6 effectively utilize engines in the wildland fire environment with a minimum of down time. The  
7 course provides a solid foundation of information and hands-on training upon which to build  
8 strong job skills for the ENOP's day-to-day activities. Furthermore, on-the-job-training and  
9 locally-specific training will be needed to fully equip Engine Operators with the skills required to  
10 perform their jobs safely and proficiently.

11 *Website:*

12 [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/projects/engine\\_training/enop.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/enop.html)

13

### ***BL-300 Fire Vehicle Driver Orientation (IQCS #BL-300)***

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14 The goal of the Vehicle Driver Orientation course is to provide all personnel with the foundation  
15 of knowledge to make sound decisions and maintain situational awareness while operating and  
16 working around engines so that everyone comes home safely.

17  
18 This training is the first part of a process to train and educate entry-level and first-year BLM  
19 engine crewmembers to drive or move an engine in an emergency situation or around the parking  
20 lot of a governmental site. For engines not covered by the Commercial Driver's License (CDL)  
21 requirements, this could also mean running for parts in town, driving the engine in fire camp  
22 (fueling or getting supplies), and repositioning the engine on the fireline. For engines covered by  
23 CDL requirements, the driver would need a CDL training/learner permit, and a qualified CDL  
24 passenger in the cab for any non-emergency driving.

25  
26 *Website:*

27 [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/projects/engine\\_training/orientation.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/orientation.html)

28

### ***RT-301 BLM Fire Vehicle Driver Refresher Training***

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29 BLM Fire Vehicle Driver Refresher Training is an objectives-based training requirement.  
30 Refresher training must be done annually for all engine drivers. The training may be provided in  
31 any way the local Fire Management Officer chooses as long as all the objectives are met and  
32 documented.

33  
34 *Website:*

35 [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/projects/engine\\_training/orientation.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training/orientation.html)

1 ***BL-302 650 Hummer Orientation and Driver Training***2 ***BL-303 668 Super Heavy Driver Training***

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3 These courses are designed to provide a minimum level of knowledge to safely and successfully  
4 operate specialized fire suppression vehicle in the 650 or 668 Working Capital Fund (WCF)  
5 vehicle class and will fulfill the initial training requirement set in the *Interagency Standards for*  
6 *Fire and Fire Aviation Operations* for a driver. The course will focus mainly on maintenance and  
7 inspections of the specialized vehicle chassis, its components, as well as provide basic driving  
8 techniques and an understanding of the vehicle performance limits. The course will be specific to  
9 the specific vehicle class, either 650 or 668.

10

11 *Website:* [http://web.blm.gov/internal/fire/fire\\_ops/nfep\\_650\\_668\\_training.htm](http://web.blm.gov/internal/fire/fire_ops/nfep_650_668_training.htm)12 ***Driver Training for Regular Drivers of Fire Equipment***

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13 All regular drivers of non-tactical water tenders, helicopter support vehicles, crew carriers, and  
14 fuel tenders must complete training that includes the instructional objectives.

15 *Website:*16 [http://www.blm.gov/nifc/st/en/prog/fire/training/fire\\_training/projects/engine\\_training.html](http://www.blm.gov/nifc/st/en/prog/fire/training/fire_training/projects/engine_training.html)

## Appendix E Other BLM Training Requirements

### Introduction

As stated in [Chapter 5](#), all fire personnel will meet specific agency training, experience, and qualification requirements for incident assignments. Additional training which is deemed necessary to improve employee proficiency and safety but is not addressed within the NWCG curriculum will be offered to the employee and taken in a timely manner.

- The tables presented on the following pages list most training that BLM employees are required to, or are suggested to, take depending on BLM policy and mission. BLM-specific training and qualifications for fireline and prescribed fire positions is presented in [Appendix C](#) and [Appendix D](#). For a complete listing of safety and health training, refer to *BLM Safety and Health for Field Operations* (<http://web.blm.gov/internal/wo-500/directives/dir-hdbk/h1112-2.pdf>)

### Legend for the Manual or Authority Column

- H-1112-2 = *BLM Safety and Health for Field Operations*
- CFR = Code of Federal Regulations (<http://www.ecfr.gov/>)
- DM = Departmental of Interior Manual
- HRM = Human Resources Management (Denver National Centers) ([http://www.blm.gov/nifc/st/en/prog/fire/more/human\\_resources.html](http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html))
- IM = Instruction Memorandum (<http://web.blm.gov/internal/fire/index.htm>)
- NHRMC = National Human Resources Management Center
- Red Book = Interagency Standards for Fire and Fire Aviation Operations (<http://www.nifc.gov/policies/>)
- TC = National Training Center (<http://www.blm.gov/ntc/st/en.html>)
- PMS 310-1 = NIMS Wildland Fire Qualification System Guide (<http://www.nwcg.gov/publications/310-1>)

### Definitions for the Type of Training Column

- BLM Fire = Training required of BLM fire personnel only
- Corporate = Training (departmental or agency) required of all BLM personnel
- DOI LEARN: <http://www.doi.gov/doilearn/index.cfm>

## Required Training

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Annual Fireline Safety Refresher (RT-130)	All personnel participating in fire suppression or prescribed fire activities	BLM Manual 9215 PMS 310-1 Red Book	4 hours minimum Annual Local <a href="http://www.nifc.gov/wfstar/index.html">http://www.nifc.gov/wfstar/index.html</a>	IQCS Corporate
Bloodborne Pathogens	All employees handling or potentially exposed to medical waste, blood or body fluids	29 CFR 1910.1030 H-1112-2 Ch. 7.7 Red Book	Varies Annual for employees at increased risk due to assigned duties (e.g., IHC, helitack, engine crews, SMJ) Local or DOI Learn online course	Manually or DOI Learn Corporate
Commercial Driver License (CDL)	Drivers of 26,000 pounds or greater GVWR vehicles	CFR, 49, Part 383-395 H-1112-2, Topic 4.2.B Individual State Laws	Hours differ by state Refresher every 5 years Locally	Manually Corporate

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Contracting Officer Representative (COR) (#1500-14BC)	All CORs for construction and service contracts	DOI-Acquisition Regulations (DIAR) 1401.670-3 BLM Manual 1510-1.670	24 hours initially Refresher (See next) DOI Learn course <a href="http://www.doi.gov/doilearn/index.cfm">http://www.doi.gov/doilearn/index.cfm</a>	Manually or DOI Learn Corporate
COR Refresher (#1500-14SS)	All CORs	DIAR 1401.670-3 BLM Manual 1510-1.670	8 hours Every 3 years NTC broadcast via satellite	Manually or DOI Learn Corporate
NO FEAR - Discrimination and Whistleblowing in the Workplace	All employees	IM from Chief Human Capital Management Project Director	1 hour Every 2 years DOI Learn online course	DOI Learn Corporate
Defensive Driving	All employees	485 DM 16 Red Book	4 hours initially Every 3 years	Manually or DOI Learn Corporate
Do What's Right: Equal Employment Opportunity and Conduct for the Wildland Fire Community	All fire personnel	Red Book	1 hour minimum Annual Local <a href="http://www.blm.gov/nifc/st/en/prog/fire/more/eo.html">http://www.blm.gov/nifc/st/en/prog/fire/more/eo.html</a>	Manually BLM Fire

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
EEO and Diversity Training for Supervisors	Managers/ Supervisors	Red Book, Chapter 2	4 hours EEO and 4 hours Diversity Annual Local	Manually Corporate
EEO and Diversity Training for Nonsupervisory employees	Nonsupervisory employees	Red Book, Chapter 2	Minimum of 4 hours EEO and diversity Annual Local	Manually Corporate
Employee Safety Orientation	All fire personnel employees	29 CFR 1960.59 H-1112-1 Ch. 5 Red Book	1 hour minimum Varies Once Locally	Manually Corporate
Ethics	All employees	5 CFR 2638.703 Yearly IM from Director, NHRMC	1 hour minimum Once Local or DOI Learn online course	Manually or DOI Learn Corporate
Federal Information Systems Security Awareness + Privacy and Records Management Program	All personnel using BLM IT systems	5 CFR 930.301 WO IM-2016-034	1.5 hours Annual DOI Learn online course	DOI Learn Corporate

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
First Aid	All field-going employees and firefighters	29 CFR 1910.151 BLM Manual 9215.2.22B H-1112-2 Ch. 10.2 Red Book	Varies per certifying authority  Every 3 years or per certifying authority  Local	Manually  Corporate
Introduction to Freedom of Information Act (FOIA)	Recommended for all BLM employees (including temporary hires)	BLM Manual 1278 Yearly WO IM	Varies (1 hour online)  Annual  DOI Learn online course	Manually or DOI Learn  Corporate
HAZCOM Hazard Communication (Employee Right-to-Know)	All employees using products with hazardous ingredients	29 CFR 1910.1200 H-1112-2 Ch. 7.5.D	Varies (1 hour online) Must meet objectives in CFR  Once  DOI Learn online course or local	Manually or DOI Learn  Corporate
HAZMAT First Responder Awareness Level	All field and fire personnel potentially discovering hazardous substances	29 CFR Part 1910.120(q) Red Book	Varies (1 hour online) Must meet objectives in CFR  Annual refresher  DOI Learn online course or local	Manually or DOI Learn  Corporate

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Hazcom-GHS Hazard Communication- Globally Harmonized System	All field and fire personnel potentially discovering hazardous substances	Red Book	1 hour  Once  DOI Learn online course or local	Manually or DOI Learn  Corporate
Hearing Conservation	All employees exposed to 8 hour time-weighted average noise level of 85 dBA (chainsaw/pump operators, helicopter personnel, etc.)	29 CFR 1910.95  H-1112-2 Ch. 7.4	Varies (1 hour online) Must meet objectives in CFR  Annual  Local or DOI Learn online course	Manually or DOI Learn  Corporate
Integrated Charge Card Training (#1500-11)	All DOI integrated charge cardholders	BLM Manual 1512.1.12	Varies  Level specific  Online course <a href="https://cctrain.ibc.doi.gov/">https://cctrain.ibc.doi.gov/</a>	Manually  Corporate

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
One DOI Supervisory: Supervisors in Their First Year	All new supervisors	OPM 5 CFR 412.202(b)	32 hours within 12 months of appointment  Once  DOI Learn/NTC instructor-led course  <a href="https://doiu.doi.gov/programs/supervisory/index.html">https://doiu.doi.gov/programs/supervisory/index.html</a>	DOI Learn  Corporate
One DOI Supervisory: Supervisors in Their First Three Years	All new supervisors	OPM 5 CFR 412.202(b)	40 hours  Once  DOI Learn/NTC instructor-led course  <a href="https://doiu.doi.gov/programs/supervisory/index.html">https://doiu.doi.gov/programs/supervisory/index.html</a>	DOI Learn  Corporate
Fire Training for Agency Administrators	Agency Administrator or other acting	Red Book – Chapter 2	32 hours  Once  Regional Training Centers	IQCS  BLM Fire

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority Point of Contact	Length/Recurrence/ Training Location	Course Completion Tracking Method/Type of Training
Risk Management	All employees	H-1112-1 Ch.2	Varies (2 hours online) Once Local or DOI Learn online course	Manually or DOI Learn Corporate
Safety Training for Supervisors	All supervisors	29 CFR 1960.55 H-1112-1 Ch. 5	Varies (2 hours online) Once Local or DOI Learn online course	Manually or DOI Learn Corporate

### Specialized Required Training

Some training may be required due to a position the employee may hold or a Job Hazard Analysis/Risk Analysis (JHA/RA) requirement.

Type of Training	Type of Employee	Manual or Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
Introduction to Basic ATV Operation <i>** must be completed before any other ATV training**</i>	ATV operators	H-1112-1 Ch. 17  Red Book	2 hours  Once  DOI Learn online course	DOI Learn  Corporate
ATV Safety Institute (ASI) ATV Rider Course	ATV operators	H-1112-1 Ch. 17  Red Book	8 hours initially  Refresher/Evaluation every 3 years  Local	Manually  Corporate
BLM Basic ATV Operator Field Training	ATV operators	H-1112-1 Ch. 17  Red Book	4 hours  Once  Local	Manually  Corporate
BLM Introduction to Basic UTV Operation	UTV operators	H-1112-1 Ch. 17	2 hours  Once  Local	Manually  Corporate

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
BLM UTV Field Module	UTV operators	H-1112-1 Ch. 17	4 hours  Refresher/Evaluation every 3 years  Local	Manually  Corporate
Forklift Driving	All personnel required to operate a forklift	CFR, 29, Part 1910.178  H-1112-2, Topic 11	2 hours  Annual refresher  Locally	Manually  Corporate
Hazardous Waste Operations and Emergency Response (HAZWOPER)	All field personnel involved with emergency Hazardous Waste response as determined by JHA/risk assessment	29 CFR Part 1910.120	40 hours initially  8-hour annual refresher  Local or DOI Learn instructor-led course	Manually or DOI Learn  Corporate
Oil and Gas Hazard Recognition and Mitigation	All fire personnel whose offices have oil and gas operations within their fire suppression jurisdictions	Red Book	Varies  Annual  Local	Manually  Corporate

**OTHER BLM TRAINING REQUIREMENTS**

**APPENDIX E**

Type of Training	Type of Employee	Manual or Authority	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
Resource Advisor	All personnel working as Resource Advisors	Resource Advisor’s Guide for Wildland Fire (PMS 313)	Varies 4-8 hours  Annual refresher  Local	Manually or IQCS  Corporate
Watercraft Operation	All personnel required to operate a watercraft	485 DM 22  H-1112-1, Ch. 16  H-1112-2, Ch. 14	24 hours initially  Refresher 8 hours every 5 years  Local	Manually  Corporate

**Specialized Team Training**

The following table contains training opportunities for specific teams:

Type of Training	Type of Employee	More Information	Length/Recurrence/ Training Location	Course Completion Tracking Method/ Type of Training
Critical Incident Stress Management (CISM)	All personnel who wish to participate as part of a CISM Team	Red Book	16–24 hours  One time (Suggest periodic refresher training)  Locally	Manually  Corporate
Interagency Serious Accident Investigation Course (1112-05)	Core Serious Accident Investigation Team members	Red Book	24 hours  Recurrency training every 5 years  BLM National Training Center	DOI Learn  Corporate